POSITION DESCRIPTION: **Writing Specialist/Editor**

OFFICE: **Program and Policy Office**

GRADE: **GS-12**

I. BACKGROUND:

The USAID Mission for Kosovo (USAID/Kosovo), located in Pristina, manages one of the most important and complex assistance programs in the region. Valued at $140 million, this portfolio covers a diverse range of programmatic areas including rule of law, private sector growth, education and energy. In-line with USG and Kosovo priorities, USAID/Kosovo's four-year strategic plan envisages Kosovo as an effective state, with a viable economy and an inclusive democracy on the path to European integration.

USAID/Kosovo seeks to hire a Writing Specialist/Editor to work collaboratively with the Development Outreach and Communications (DOC) team within the Program and Policy Office (PPO). Her/his primary task will be to provide quality control for Mission-generated documents, briefing materials and other written outputs (internal and external). S/he will be involved in the modification, finalization and eventual approval of all written outputs. This will include extensive editing and also assist the Mission in establishing best practices as it relates to documents generated for internal and external consumption.

II. KEY ROLES FOR THE WRITING SPECIALIST/EDITOR ARE:

The Writing Specialist/Editor will provide expertise in synthesizing and merging editorial comments and bring exceptional writing skills to USAID/Kosovo. Specifically, s/he will be a gatekeeper for internal and external documents, packages and memos. The candidate will be expected to edit on the basis of American English-language grammar rules, review for clarity and concise wording, and ensure USAID guidelines are followed. Exceptional writing and editing skills editing will need to be applied.

S/he will work with the DOC Specialist to develop an annual work plan taking into consideration when major Mission documents are due to USAID/Washington. It is also expected that a high volume of the Writing Specialist/Editor's work will be demand-driven. As a speechwriter, s/he will be expected to ensure that speeches given by Mission personnel are on topic, incorporate the Mission's vision and themes of emphasis, speak to the target audience, and are dynamic instruments of communication.

Additionally, s/he will be expected to ensure that all written outputs meet USAID formatting guidelines and are sent through the proper clearance channels within USAID/Kosovo and with Washington counterparts as applicable.

III. MAJOR RESPONSIBILITIES:

1. Write and/or edit speeches, talking points, blogs, success stories, press releases and other communications as needed for Senior Mission Management and in support of USAID-sponsored public events.

2. Write and/or edit speeches, talking points, briefers and other material for the Ambassador (or other USG representative) in conjunction with the representative's participation in a USAID- sponsored event.

3. Set standards for all Mission-generated documents by ensuring the substance of the memos meet USAID protocol and procedure guidelines and are efficient, clear and complete.

4. Prepare templates for documents generated on a regular basis and assist teams in its usage.

5. Draft useful tip sheets about good practices for internal use.

6. Serve as a USAID/Kosovo DOC editor and writer, providing quality control on all documentation.

7. Write, edit, and review material for the USAID/Kosovo website and other social media outlets such as Facebook, Twitter, etc.

8. Write Success Stories, articles, brochures, and other written materials requested/required by USAID/Washington or Mission management.

9. Support PPO by proofing staff-written materials, and providing quality control to Mission-generated documents and reports.

10. Prepare a Mission e-newsletter on a bi-weekly basis that highlights USAID's project interventions, development issues, and successes.

IV. QUALIFICATIONS AND SELECTION CRITERIA

EDUCATION (15 POINTS): The incumbent must have a Bachelor's Degree in English Language, Literature, Journalism or related field.

WORK EXPERIENCE (30 POINTS):
- Strong editing skills and experience in the English language is required.
- A minimum of five (5) years of progressively responsible and relevant work experience is required.
- Prior knowledge in preparing USAID documents or related experience is desired.
- Experience working with donor institutional structures is desirable. Knowledge and/or experience with USAID procedures, guidance and policies is also highly desired.
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INTERPERSONAL AND COMMUNICATION SKILLS (30 POINTS):

- Excellent interpersonal skills are required. Must be able to work collaboratively with a wide-variety of individuals and teams of all professional levels and diverse experience.
- Excellent English writing, editing and speaking skills, as well as an ability to process information from a wide variety of sources into cohesive, polished documents is required. A writing sample will be required.
- Must be detail oriented, responsible, committed to success, collaborative and comfortable with change.

SKILLS AND ABILITIES (25 POINTS):
- Demonstrated aptitude for understanding complex issues and the ability to translate and simplify them for key audiences.
- Demonstrated ability to produce high-quality written materials with excellent editing and proofreading skills
- Highly flexible and comfortable working with ambiguity, frequently changing timeframe, and short deadlines
- Ability to manage multiple projects at the same time
- Proven ability to meet deadlines; must be able to draft speeches in a fast-paced, deadline-driven environment
- Applicants must be native English speakers.

V. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

The Specialist will have no direct supervisory responsibilities and will report to the Development Outreach and Communications Specialist in USAID's Program and Project Development Office. However, the Writer/Editor will have ample discretion in setting priorities and is expected to work independently and collaborate with the teams when developing documents for their direct use.